


2018-2019 WQSB/WQTA TEACHER PIC EXPENSE FORM

Name: _____

School: _____

Name, date and location of activity: _____



DIRECT DEPOSIT REQUEST I, _____, request direct deposit, as per my biweekly salary instalments, of this expense reimbursement.

**** Valid e-mail for notification:** _____

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BANK

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BRANCH

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ACCOUNT

***** Home address:** _____

(signature)

(date)

EXPENSES		in CDN funds
1. Registration *		\$ _____
2. Accommodation *		
a) Hotel	\$ _____ /night x _____ nights	= \$ _____
b) Hostess fee	\$ _____ /night x _____ nights	= \$ _____
3. Transportation *		
a) Public (Bus/Train/Plane)		\$ _____
b) Car		\$ _____
c) Namur Supplement (West only) \$90		\$ _____
d) Pontiac Supplement (West only) \$65		\$ _____
e) Destinations in excess of 700 km and previously approved		\$ _____
from _____ to _____		
total km (roundtrip) _____ km x .47		= \$ _____
4. Parking * \$ _____ /day x _____ days		= \$ _____
5. Taxi(s) *		\$ _____
6. Meals *		
Breakfast(s) x _____		= \$ _____
Lunch(es) x _____		= \$ _____
Dinner(s) x _____		= \$ _____
7. Substitution		
\$234.27 x _____ days		= \$ _____
TOTAL		\$ _____

For prompt reimbursement, please submit your expense form and original receipts to the WQTA within 30 days of the date the expenses were incurred.

Completing Your PIC Expense Claim

- A. Print** your NAME and the NAME OF THE SCHOOL on your claim.
- B. Print** the NAME, DATE, and LOCATION of the WORKSHOP or CONFERENCE.
- C. Print** BANK INFORMATION in boxes, E-MAIL ADDRESS and HOME ADDRESS.

D. EXPENSES

Please keep in mind, you are only eligible for reimbursement of expenses that have been previously approved and for which you provide **original receipts** as indicated.

1. **Registration:** Fill in the dollar amount of the registration or service fee. **Receipt required.**
2. **Accommodation:** The maximum amount that can be claimed for hotel accommodation is \$200/night. **Receipt** required. The maximum amount that can be claimed for hostess fee is \$50/night. The **name and address of your hostess** must be attached to your claim.
3. **Transportation:** The amount that can be claimed for travel from Gatineau to Montreal is \$150; from Gatineau to Quebec City is \$250; and from Gatineau to Toronto is \$250. For travel by bus, plane, or train the **ticket receipt** must be attached to your claim.

Teachers living in the areas of Campbell's Bay, Shawville, and Kazabazua, and Poltimore (West only) are entitled to an additional travel supplement of \$65. (No receipts)

Teachers living in the area of Namur are entitled to an additional \$90 when travelling to Gatineau/Ottawa or points West thereof. (No receipts)

4. **Parking:** The maximum amount allowable is \$20/day. **Receipt(s) required.**
5. **Taxi(s):** The maximum amount allowable per trip is \$25. The maximum allowable per workshop is \$50. **Receipt(s) required.**
6. **Meals:** The maximum allowable amounts are: **Breakfast \$15**; Lunch \$15; and **Dinner \$35**. **Receipt(s) required.**
7. **Substitution:** The cost of teacher substitution is \$234.27 per day.

Your Expense Claim with all necessary receipts attached should be mailed to:
(Ensure sufficient postage amounts on the envelope)

Western Quebec Teachers Association
Suite 4, 50 Noël Street
Gatineau, QC
J8Z 2M4